

M e m o r a n d u m

Date: October 12, 2010

To: Office of the Commissioner
Attention: Commissioner J. A. Farrow

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.11731.16573.010

Subject: FINAL 2010 COMMAND PERFORMANCE REVIEW OF THE
WESTMINSTER AREA

I am issuing this final performance review report of the Westminster Area pursuant to Government Code (GC) §13887, the California Highway Patrol (CHP) Audit Charter and CHP Audit Plan. The review focused on the operations of the command related to arrest reports, evidence and property, officer's monthly activity forms, manager and supervisor evaluations, ride-along program, special duty positions, unusual occurrence log, subpoenas and court attendance, daily field reports, secondary employment documentation for employees, inconsistent and incompatible activities statement documentation, and the maintenance of substance abuse kits.

The inspection findings for the Westminster Area are as follows:

1. Two of the CHP 100 forms reviewed, 10 percent, did not contain the initials and date of the Field Operations Officer (FOO), and two CHP 100 forms reviewed, 10 percent, did not contain the commander's initials and date, indicating the form had been reviewed.
2. The CHP 428, Release And Waiver of Liability form is not being retained for a period of one year as required by the CHP's Records Retention Schedule.
3. Damaged replacement Vehicle Identification Numbers (VIN) are not being cut into thirds, and forwarded to Investigative Services Section (ISS) with a memorandum explaining the discrepancy by the next working day following the occurrence.
4. The completed CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety forms are not being signed by the supervisor in the "Reviewer" space.
5. Seventy-nine percent of the collision reports or investigations for the Area were made available to the public within eight working days of the occurrence of the incident.
6. The central listing of all personnel with approved secondary employment requests did not list the employee's classification on the form.

Safety, Service, and Security

October 12, 2010

7. The Area had a total of 12 employees with approved secondary employment requests in their personnel files. Of the 12 files reviewed, seven, 58 percent, of the CHP 312, Notice of Intent to Engage in Secondary Employment forms were not current as of the last annual evaluation.
8. Four of the 10 CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms examined, 40 percent, did not contain the most recent revision date (9-2003).

The Westminster Area commander agreed with the findings, and has taken corrective action to improve command operations. The commander's response is attached and is incorporated into this final report.

In accordance with the *International Standards for the Professional Practice of Internal Auditing* and Government Code §13887 (a) (2), this report, the response, and any follow-up documentation is intended for the Office of the Commissioner; Assistant Commissioner, Field; Office of Inspector General; Office of Legal Affairs; and Border Division. Please note this report restriction is not meant to limit distribution of the report, which is a matter of public record pursuant to GC §6250 et seq. In accordance with the Governor's Executive Order S-20-09 to increase government transparency this report will be posted on the CHP internet website, and on the Office of the Governor's webpage, located on the State Government website.

Border Division has reviewed the response submitted by the Westminster Area and agreed with the Westminster Area commander. As a result, no further reporting is required and the matter is considered closed. The Office of Inspector General would like to thank the management and staff of the Westminster Area for their cooperation during the inspection.

If you have any questions, or are in need of additional information, please contact me or Lieutenant Paul Schroeder at (951) 486-2829.



R. J. JONES, Captain
Interim Inspector General

Attachment

cc: Assistant Commissioner, Field
Westminster Area
Border Division
Office of Legal Affairs
Office of Inspector General

Memorandum

Date: September 28, 2010

To: Office of Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Border Division

File No.: 601.10130.16472

Subject: WESTMINSTER AREA'S RESPONSE TO 2010 PERFORMANCE REVIEW

Attached is Westminster Area's response to the 2010 Performance Review recently conducted by personnel from your office.

The Area commander has closely reviewed the findings and recommendations contained within the final report and concurs with the evaluator's findings.

I concur with the commander's actions in this matter and am satisfied identified deficiencies have been properly addressed.



J. ABELE
Chief

Attachment

cc: Westminster Area

RECEIVED
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BY: 

Safety, Service, and Security

M e m o r a n d u m

Date: September 23, 2010

To: Office of Inspector General

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Westminster Area

File No.: 670.15878

Subject: RESPONSE TO WESTMINSTER AREA PERFORMANCE REVIEW

This memorandum is intended to serve as the written response to the Area's Performance Review Report, which was prepared by the Office of Inspector General.

FINDINGS REQUIRING FOLLOW-UP:

Finding 1 – Agree. Area management will closely monitor CHP 100 forms to ensure both the Field Operations Officer (FOO) and Commander initial and date the forms on a monthly basis as part of the review process.

Finding 2 – Agree. The Office Services Supervisor and the FOO have reviewed the Area's files containing the CHP 428. All Area sergeants have been directed to forward the CHP 428 to the Office Services Supervisor upon its completion.

Finding 3 – Agree. The Area VIN officer has been trained to cut the damaged replacement VIN plates into thirds and forward them to Investigative Services Section.

Finding 4 – Agree. The Administrative Sergeant will closely monitor the CHP 100E and ensure it is signed on a monthly basis.

Finding 5 – Agree. Area uniformed personnel were reminded of the Area's goal of traffic collision report availability within eight working days and Area supervision and management will monitor its progress.

Finding 6 – Agree. The posted central listing of personnel with approved secondary employment has been updated to reflect each employee's classification.

Finding 7 – Agree. All CHP 318 forms have been reviewed and made current.

Finding 8 – Agree. All CHP 18 forms have been reviewed and updated with the most recent revision date.

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Questions regarding this response may be directed to Lieutenant Shackelford via e-mail at rshackelford@chp.ca.gov or by telephone at (714) 892-4426.

A handwritten signature in black ink, appearing to be 'R. Shackelford', written over a horizontal line.

R. SHACKLEFORD, Lieutenant
Acting Commander

cc: Assistant Commissioner, Field
Border Division

OFFICE OF INSPECTOR GENERAL



2010 WESTMINSTER AREA PERFORMANCE REVIEW

(Original)

2010 WESTMINSTER AREA PERFORMANCE REVIEW

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A

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Command: Westminster	Division: Border	Chapter: Performance Review
Inspected by: Sergeant P. Recatto and Sergeant D. Temple		Date: 06/08/10 - 06/10/10

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, and corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input checked="" type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 42 hours	<input type="checkbox"/> Corrective Action Plan Included <input type="checkbox"/> Attachments Included
Follow-up Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Forward to: Office of Inspector General Due Date:		
Performance Review:			

The Office of Inspector General (OIG) conducted a performance review of the Westminster Area. The review team arrived Tuesday, June 8, 2010, and completed their work Thursday, June 10, 2010. The following inspectors worked the corresponding hours as indicated below:

Inspector	Number of Hours
Sergeant P. Recatto, #13842	21
Sergeant D. Temple, #13159	21
Total Hours	42

The review used the methodology described at <http://home.chp.ca.gov/acinspgen/oi> and consisted of examining 13 separate topics. The time period utilized differed in relation to the topic examined. The following topics and dates are indicated below:

Topic Inspected	Dates Examined
1. Arrest Reports	11/01/2009 - 04/30/2010
2. Evidence/Property	04/04/2009 - 04/30/2010
3. Monthly Activity - Officer's Evaluation / Activity Summary, CHP 100	11/01/2009 - 04/30/2010
4. Evaluations - Supervisors and Managers	01/01/2007 - 04/30/2010
5. Ride-Along Program	04/01/2009 - 04/30/2010
6. Special Duty Positions	01/01/1998 - 04/30/2010
7. Rotation of Special Duty Positions	01/01/1998 - 04/30/2010
8. Unusual Occurrence Log	11/01/2009 - 04/30/2010
9. Subpoenas and Court Attendance	11/01/2009 - 04/30/2010
10. Daily Field Record, CHP 415	11/01/2009 - 04/30/2010
11. Notice to Engage in Secondary Employment, CHP 318	01/01/2009 - 04/30/2010
12. Receipt of Inconsistent and Incompatible Activities Statement, CHP 18	01/01/2007 - 04/30/2010
13. Substance Abuse Kits	Current

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FINDINGS REQUIRING FOLLOW-UP

1. Two of the CHP 100 forms reviewed (10 percent), did not contain the initials and date of the Field Operations Officer (FOO), and two CHP 100 forms reviewed (10 percent), did not contain the Commander's initials and date, indicating the form had been reviewed.
2. The CHP 428, Release And Waiver Of Liability form is not being retained for a period of one year as required by the CHP's Records Retention Schedule.
3. Damaged replacement Vehicle Identification Numbers (VIN) are not being cut into thirds, and forwarded to Investigative Services Section (ISS) with a memorandum explaining the discrepancy by the next working day following the occurrence.
4. The completed CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety forms are not being signed by the supervisor in the "Reviewer" space.
5. Seventy-nine percent of the Area's collision investigations/reports were made available to the public within eight working days of the incident's occurrence.
6. The central listing of all personnel with approved secondary employment requests did not list the employee's classification on the form.
7. The Area had a total of 12 employees with approved secondary employment requests in their personnel files. Of the 12 files reviewed, seven (58 percent), of the CHP 312, Notice of Intent to Engage in Secondary Employment forms were not current as of the last annual evaluation.
8. Four of the 10 CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms examined (40 percent), did not contain the most recent revision date (9-2003).

ARREST REPORTS

Objective:

- Review of the articulable facts of probable cause related to ten arrest reports for 148(a)(1) PC and ten arrest reports for 647(f) PC in the described timeframe, in order to ensure adherence to departmental policy and pertinent laws. Assess the application of associated departmental policy and compliance by Department employees.

Findings:

None.

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Observations:

- The Area had a total of 1,218 arrest reports during the review period of November 1, 2009, through April 30, 2010. Twenty arrest reports were for 148(a)(1) PC and one for 647(f) PC. The inspector went back an additional six months, to May 1, 2009, to ascertain if the Area had additional arrests for 647(f) PC, but no additional arrests were found. The command advised that the Orange County District Attorney's Office does not file 647(f) PC cases in Orange County. The combined 148(a)(1) PC and 647(f) PC arrests reports accounted for 1.68% of all arrests.
- Of the ten 148(a)(1) PC arrests reviewed, six were filed by the District Attorney, three are still pending further review, and one case was rejected.
- The District Attorney's Office rejected the Area's one arrest for 647(f) PC.

EVIDENCE / PROPERTY

Objective:

- Review and sample 20 evidence/property numbers focusing on drugs, guns, and money entering the evidence system from the time of the last Evidence Inspection conducted by OIG to the time of this review (April 4, 2009, through April 30, 2010) to verify the command is in compliance with applicable departmental policy and to ensure the continued integrity of the system.

Findings:

None.

Observations:

- The sign-in sheets for the evidence room were reviewed and they are being utilized according to current policy.
- The evidence room was neat and orderly.
- Since the OIG inspection in April of 2009, a total of 341 evidence items associated with guns, drugs, and money have been entered into the Area's Automated Information System (AIS). For the review, a total of 21 items were randomly selected from these three categories, and no discrepancies were found.
- The CHP 36, Evidence/Property Receipt/Report form for evidence number E20100099 did not have the signature of a supervisor or officer-in-charge indicating that the evidence had been reviewed for compliance.

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- The CHP 36 form for evidence number E20100087 only listed one weight for the drug evidence.

MONTHLY ACTIVITY - OFFICERS EVALUATION / ACTIVITY SUMMARY, CHP 100

Objective:

- Review 20 CHP 100 forms to verify processing at all levels is being completed timely and in accordance with applicable policy and Standard Operating Procedures (SOP) for performance comments/ratings.

Findings:

- Two of the CHP 100 forms reviewed (10 percent), did not contain the initials and date of the Field Operations Officer (FOO), and two CHP 100 forms reviewed (10 percent), did not contain the Commander's initials and date, indicating the form had been reviewed.

Observations:

- Fifteen of the CHP 100 forms reviewed (75 percent), did not contain initials by a supervisor indicating a 15 day review had been completed.
- Sergeant's comments consistently supported the rating given in all categories.
- The Area does not have a SOP for completion of CHP 100 forms.
- The CHP 100 forms for individual officers are maintained in separate files by the supervisors, and secured in a locked file after the review process.

EVALUATIONS – SUPERVISORS AND MANAGERS

Objective:

- Review supervisor's and manager's evaluations for timeliness and to ensure they are being completed as directed by applicable policy. Review six CHP 112, Management Summary forms to ensure they are completed as directed by policy. The time period of January 1, 2007 to the time of this review was utilized when reviewing evaluations.

Findings:

None.

Observations:

- All CHP 112, Management Summary forms reviewed were completed properly.

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- One CHP 118S, Performance Appraisal – Sergeant form reviewed was not completed, signed, and processed within 60 days.

RIDE-ALONG PROGRAM

Objective:

- Review and evaluate the application of departmental policy including local SOP for civilian ride-alongs. Verify the use of the CHP 428 form to ensure accuracy and consistency in support of the effort to increase safety and reduce liability. Review pertinent documents and systems to verify that supervisors are conducting quarterly ride-alongs with officers. All of 2009 was examined when reviewing the ride-along program.

Findings:

- The CHP 428 form is not being retained for a period of one year as required by the CHP's Records Retention Schedule.

Observations:

- The command has SOP to ensure ride-alongs within their Area are in accordance with GO 100.42, Ride-Alongs, and HPM 70.16, Recruitment Program Manual, Chapter 13.
- The Area has an established system in place for recording supervisor ride-alongs.
- The California Law Enforcement Telecommunications System (CLETS) is not used to obtain a records check on individuals in the background portion of the hiring process prior to the individual riding with an officer.

SPECIAL DUTY POSITIONS

Objective:

- Review functions of the VIN Officer, School Bus Officer/Coordinator (SBOC), and Tow Officer. Verify these positions are administered effectively in accordance with departmental policy, "best practices," and SOP to verify departmental value along with system integrity. The time period reviewed for the special duty assignments was from January 1998 to the time of this review.

Findings:

- Damaged replacement Vehicle Identification Numbers (VIN) are not being cut into thirds, and forwarded to Investigative Services Section (ISS) with a memorandum explaining the discrepancy no later than the next working day following the occurrence.

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- The completed CHP 100E forms are not being signed by the supervisor in the "Reviewer" space.

Observations:

- The Area's tow files were very well organized and complete.
- The tow officer is properly conducting inspections of each tow company's primary and secondary storage facilities.
- Proper security features were in place to limit access to files maintained by the Area's School Bus Coordinator and VIN officer.

ROTATION OF SPECIAL DUTY POSITIONS

Objective:

- Review selection criteria, staffing levels, assignments, and rotation to evaluate the tenure of the current position holders and adequacy of SOP to address the duration and distribution of these positions. The time period reviewed for the special duty assignments was from January 1998 to the time of this review.

Findings:

None.

Observations:

- The Area does not have SOP establishing a minimum time officers can remain in special duty positions.
- The special duty positions have been occupied by the current officers for the following time periods:
 - The current SBOC coordinator has been in the position for three years.
 - The current accident investigation review/LAN officer has been in the position for 12 years.
 - The current court officer has been in the position for four years.
 - The current evidence/VIN officer has been in the position for three years.
 - The front desk officer position is rotated quarterly.

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- o The current tow officer has been in the position for two years.

UNUSUAL OCCURRENCE LOG

Objective:

- Review 20, twenty-four hour periods during the evaluation period and evaluate for accuracy, timeliness, and consistency in accordance with SOP, "best practices," and departmental policy.

Findings:

None.

Observations:

- The Area utilizes an Access based program designed specifically for the Westminster Area. All uniformed employees have access to the log and are capable of adding information. SOP outlines what information should be contained in the log. A review of 20 random days during the period of November 1, 2009 through April 30, 2010 revealed the log is being utilized properly. Appropriate levels of response to high profile incidents are recorded, as well as necessary notifications.

SUBPOENAS AND COURT ATTENDANCE

Objective:

- Review 20 total subpoenas and evaluate local procedures to verify compliance with laws and departmental policy to determine the effectiveness of the system and court attendance of departmental employees.

Findings:

- None.

Observations:

- The Area does not have a non-uniformed subpoena clerk. These duties are performed by the front desk officer.
- The Area does not have a verbal and/or written agreement with the various courts, in which the court would contact the Area if an officer fails to appear at the specified time and date.
- The Area does not maintain a subpoena log that documents officers were served with subpoenas.

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- For misdemeanor and felony cases, the individual officer receives the subpoena electronically through the Orange County Integrated Law and Justice Website (ILJ). Officers are required to check their e-mail daily. This system is used by all law enforcement agencies throughout Orange County as a means of serving officers with court subpoenas. An officer opening a message from ILJ serves as an acknowledgement to the court the officer has been served with the subpoena. The officer's shift supervisor is supposed to check the ILJ database at least every two weeks to ensure there are not any subpoenas for officers under their purview that have not been acknowledged electronically. There is no tracking system in place to ensure supervisors check the ILJ database. Furthermore, the officer is not required to print out a copy of the ILJ subpoena to be given to their shift supervisor for filing.
- For traffic cases, the front desk officer receives the subpoenas electronically from the ILJ. The front desk officer then prints two copies of the subpoena, one of which is stamped and requires service signatures from both the officer and shift supervisor, and one copy is distributed to the officer and the other copy is placed in a locked subpoena file folder.
- The Area does not have SOP requiring supervisors to attend court to monitor attendance, proper attire, testimony, and demeanor of Area officers. Area sergeants monitor the aforementioned when they receive subpoenas to testify in court, and memorialize their observations on the officer's CHP 100 form.

DAILY FIELD RECORD, CHP 415

Objective:

- Review and evaluate 20 calls for service, traffic collision investigations, and other related incidents in the previous six months to verify the accuracy, thoroughness, and effectiveness of the documentation process by departmental employees. Determine the timeliness in which traffic collisions are completed and available to members of the public.

Findings:

- Seventy-nine percent of the Area's collision investigations/reports were made available to the public within eight working days of the incident's occurrence.

Observations:

- Of the 20 randomly selected CAD logs dealing with a traffic collision response, 16 were properly documented as a traffic collision on the CHP 415 and located in AIS. Of the remaining four logs, three were documented on the CHP 415 as a motorist service, and one was documented on the CHP 415 and in AIS as an arrest for driving under the influence.

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Sergeant P. Recatto and Sergeant D. Temple	06/08/10 - 06/10/10	

- All 22 CHP 415s examined, contained the required information in the "Comments" section of the CHP 415 for the following activity types; verbal warning, motorist service, aid to disabled motorists, and CHP 422.

NOTICE TO ENGAGE IN SECONDARY EMPLOYMENT, CHP 318

Objective:

- Review forms in conjunction with the associated logs and selected personnel files focusing on accuracy, timeliness, and compliance with applicable policy to reduce departmental liability resulting from potential conflicts of interest.

Findings:

- The central listing of all personnel with approved secondary employment requests did not list the employee's classification on the form.
- The Area had a total of 12 employees with approved secondary employment requests in their personnel files. Of the 12 files reviewed, seven (58 percent) of the CHP 312 forms were not current as of the last annual evaluation.

Observations:

- All 12 CHP 318 forms reviewed appropriately contained both the Commander's and Division Commander's signatures.

RECEIPT OF INCONSISTENT AND INCOMPATIBLE ACTIVITIES, CHP 18

Objective:

- Review completion of forms and verify the form revision date to ensure compliance with departmental policy.

Findings:

- Four of the 10 CHP 18 forms examined (40 percent), did not contain the most recent revision date (9-2003).

Observations:

- Two CHP 18 forms (20 percent) did not contain the witnesses' signature on the form. However, these two forms were for probationary officers and the form was completed by Academy staff.

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SUBSTANCE ABUSE KITS

Objective:

- Review the current substance abuse kits and determine the availability, expiration date, and security of the kits as required by departmental policy.

Findings:

None.

Observations:

- The Area possesses two complete substance abuse kits. They are maintained in a locked security file in the Sergeant's office and are available to all supervisors.

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Commander's Response: ☐ Concur or ☐ Do not concur (Do not concur shall document basis for response)

Please provide response in the form of a CHP 51, Memorandum.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

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Required Action:

Corrective Action Plan/Timeline

Please provide response in the form of a CHP 51, Memorandum.

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8, for appeal procedures.)	Commander's Signature: 	Date: 8/27/10
	Inspector's Signature: PEB	Date: 07/16/2010
<input type="checkbox"/> Reviewer discussed this report with the employee. <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Do not concur	Reviewer's Signature: 	Date: 9-30-10

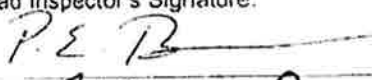
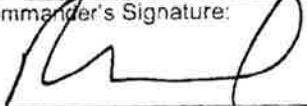
Section

B

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
COMMAND INSPECTION PROGRAM
COMMAND PERFORMANCE REVIEW CHECKLIST

Command: Westminster	Division: Border	Number: 670
Evaluated by: Sergeant P. Recatto, 13842		Date: June 8-10, 2010
Assisted by: Sergeant, D. Temple, 13159		Date: June 8-10, 2010

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any discrepancies with policy, applicable legal statutes, or deficiencies noted in the review shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the Exceptions Document shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

Type of Inspection: <input checked="" type="checkbox"/> Executive Office Level		Lead Inspector's Signature: 	
Follow-up Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Follow-up Inspection	Commander's Signature: 	Date: 8/27/10
<p>Note: A "Yes" response indicates full compliance with policy. If a "No" or "N/A" box is checked the "Remarks" section shall be utilized for explanation.</p> <p>Questions 1 through 11 pertain to the review of Arrest Reports.</p> <p>Consider the following when reviewing arrest reports:</p> <p>"Probable cause to arrest is a set of facts that would cause an officer or citizen of similar training and experience of the arresting officer or citizen to form an honest and strong belief that the individual has committed a crime, based on the totality of the circumstances."</p> <p>"Reasonable suspicion is a set of specific and articulable facts that leads an officer to reasonably believe that a crime is occurring, is about to occur, or has occurred, and that the person detained is connected to that activity which is criminal in nature. A detention is an exertion of authority that is something less than a full arrest, but more substantial than a simple contact or consensual encounter."</p> <p>Reference: HPM 81.5, Drugs Program Manual, Chapter 1 G.O. 100.91, Search and Seizure Policy</p>			
1. For the determined time period, how many 148(a)(1) PC arrests did Area personnel make?	20		Remarks:
2. Identify the individual who has made the most arrests for 148(a)(1) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.	3, or 15 %		Remarks: Officer Hopkins, 18867
3. For the determined time period, how many 647(f) PC arrests did Area personnel make?	1		Remarks: The Inspector went back one year, and still only found one 647(f) PC arrest.
4. Identify the individual who has made the most arrests for 647(f) PC. Of the reports reviewed, determine the total arrests (and the percentage) this employee is responsible for.	N/A		Remarks: The Orange County District Attorney's Office does not file 647(f) PC arrests.
5. For the determined time period, what percentage of the total number of arrests were for 148(a)(1) PC and 647(f) PC?	1.68%		Remarks: The Area had a total of 1,218 arrests for the review period.

STATE OF CALIFORNIA
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6. Are supervisors signing page one of the reports, verifying they are reviewing the reports for content, compliance with policy, and accuracy prior to filling the report with the court or district attorney?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
7. After examining the chronology of events in the arrest report narrative, were the rights of the arrestee honored by not being asked incriminating questions prior to being Mirandized or being asked questions related to the crime after they invoked their Miranda rights?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
8. Does the arrest report articulate the officer's seizure of any property/evidence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
9. Does the arrest report articulate a legal basis to seize items taken?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
10. Of the reports selected for review, how many resulted in a conviction?	0			Remarks: The one 647(f) PC report submitted was rejected by the DA. Of the ten 148(a)(1) PC arrest reports reviewed, the DA's office rejected one case, filed six of the cases, and three are still pending review.
11. For each arrest report inspected and related to the charge(s) of 148(a)(1) PC or 647(f) PC, are the conclusions of the arresting officer supported by articulated facts to support the arrest?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<div> <div>Conclusions</div> <div>Facts</div> </div> <div> <p>Assaultive Specific verbal threats or statements, furtive movements, boxer's or fighting stance, rapidly closed distance, clinched fists, lunged or grabbed at officer, scanning the area.</p> <p>Non-Compliant Specific statements such as "I'm not going to jail", ignored commands, acted contrary to commands, walked away, illogical responses.</p> <p>Resistant Pulled away, folded arms, became rigid, attempted to hide, unresponsive to physical force.</p> <p>Matched description Height, weight, clothing, gender, race, hair color, vehicle description, direction of travel.</p> <p>Officer Safety Weapons, physical size, putting hands in pockets, characteristics of being armed, proximity to weapons, time of day.</p> <p>Area Number and type of arrests, personal observations, citizen's complaints, statistics.</p> <p>Suspicious activity Unusual appearance for area (heavy coat in summer), unprovoked fight, looking in vehicles.</p> </div>				

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Questions 12 through 20 pertain to the Evidence/Property System review				
12. Is the "Chain of Possession" section of the CHP 36, Evidence/Property Receipt/Report, completed for all movements of the evidence/property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
13. Are the net and gross weights of controlled substances or suspected controlled substances recorded on the CHP 36 and CHP 36B, Evidence/Property Log, and in the Area Information System (AIS)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One CHP 36 form reviewed only listed one weight.
14. Do the CHP 36 forms contain an officer-in-charge or supervisor's signature, date, or initials, indicating the document and/or the evidence had been reviewed for compliance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One CHP 36 form reviewed did not contain the signature of a supervisor or officer-in-charge.
15. Does the evidence supervisor conduct quarterly inspections and annual inventories of the evidence/property system, placing an emphasis on guns, drugs, and money, while following the procedures outlined in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
16. Were all items associated with the evidence numbers selected for inspection located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
17. Are items consisting of guns, drugs, and/or money being routinely purged as set forth in HPM 70.1, Evidence Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
18. Does the commander ensure evidence/property is not left in temporary lockers more than one day, excluding weekends and holidays?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
19. Is there documentation to support management's proactive involvement with their Area's evidence/property system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
20. If necessary, has the commander taken proactive steps to meet with the district attorney(s) to coordinate and improve the purging process of evidence items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: Action not necessary
Questions 21 through 30 pertain to Personnel's Monthly Activity review				
21. Is the CHP 100 form, Officer's Evaluation/Activity Summary being utilized by all officers regardless of assignment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
22. Are officers completing a CHP 100 form for each calendar month of the year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
23. During the period being recorded on the CHP 100 form, is the form accessible to both the officer and supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
24. Are 15 day reviews being conducted by supervisors on the CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: 75% of the CHP 100 forms examined did not have 15-day supervisor comments.
25. During the end of the month review, are all applicable critical task ratings being completed by the supervisor(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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26. Are critical task ratings of "Excellent" or "Needs Improvement" supported with comments by the supervisor documented on the CHP 100 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
27. Does the command's Standard Operating Procedures (SOP) outline procedures for the timely completion of CHP 100 forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The administrative sergeant related they follow policy contained in HPM 10.10.
28. Are all signature blocks on the CHP 100 form completed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two CHP 100 forms did not have the Field Operations Officer's signature and two did not have the Commander's signature.
29. Are completed CHP 100 forms for the current year for individual officers maintained in separate files by the supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
30. Are the CHP 100 forms secured in a locked file after the review process?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 31 through 45 pertain to Evaluations review				
31. Does the command's SOP outline procedures for the timely completion of CHP 112, Management Summary forms?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The administrative sergeant related they follow policy contained in HPM 10.10.
32. Are sergeants completing a CHP 112 form every calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
33. Are raters reviewing the CHP 112 on a regular basis and providing monthly ratings on all appropriate critical tasks at the end of each calendar month?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
34. Are reviewers examining and initialing the completed CHP 112 at the end of each calendar month (and at any other time deemed appropriate)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
35. During the period when comments are being recorded on the CHP 112, is the form maintained in a location available to both the sergeant and his/her immediate supervisor and inaccessible to non-supervisory personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
36. Is the CHP 118S, Performance Appraisal – Sergeant, being completed, signed, and processed within 60 days following the end of each calendar year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One sergeant's CHP 118S was completed, signed, and processed after 60 days.
37. Are probationary sergeants receiving performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No probationary sergeants.
38. Is the CHP 118MM, Performance Appraisal – Middle Manager, being completed, signed, and processed within 60 days following the end of each calendar year?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
39. Are probationary managers receiving written performance appraisals at the end of four, eight, and 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: No probationary lieutenants.
40. Is the CHP 118N, Performance Appraisal – Motor Carrier Specialist II, being completed, signed, and processed within 30 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: N/A for this command.

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41. Is the CHP 118P, Performance Appraisal – Motor Carrier Specialist III, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: N/A for this command.
42. Is the CHP 118PSDS1, Performance Appraisal – Public Safety Dispatch Supervisor I, being completed, signed, and processed within 60 days following their promotional anniversary date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: N/A for this command.
43. Is the CHP 120, Individual Development Plan for Future Job Performance of Permanent Employee, completed within 30 days following the employee's anniversary date of appointment in the current job classification?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
44. Is the STD 636, Report of Performance for Probationary Employee, completed every two months, four months, and six months for employees serving six-month probationary periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: N/A for this command.
45. Is the STD 638 completed every four months, eight months, and 12 months for employees serving 12-month probationary periods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks: N/A for this command.
Questions 46 through 54 pertain to the Area's Ride-Along Program review				
46. Has the command developed SOP to ensure ride-alongs within their Area are in accordance with GO 100.42, Ride-Alongs and HPM 70.16, Recruitment Program Manual, Chapter 13?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
47. Is a CHP 428, Release and Waiver of Liability, form being completed for all non-CHP employee ride-along participants prior to the ride-along?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
48. Do the command's CHP 428 forms explain the purpose of the ride-along(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
49. Are the CHP 428 forms being retained for one year?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Public Information Officer was unaware of the one year retention requirement.
50. Is the California Law Enforcement Telecommunications System (CLETS) being used to obtain record checks on individuals who wish to ride-along with an officer?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: A records check is not performed by the command when the individual is in the background portion of the hiring process.
51. Are all ride-along requests being forwarded and reviewed by the Area commander or his/her designee prior to the ride-along taking place?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
52. Does the Area have an SOP for quarterly supervisor ride-alongs with officers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
53. Are shift supervisors participating in at least a one hour ride-along per year with officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
54. Does the Area have an established system in place for recording supervisor ride-alongs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 55 through 83 pertain to Special Duty positions review				
55. Does the Area have a SOP for the duties related to the VIN (Vehicle Identification Number) officer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
56. Does the Area's SOP contain procedures for voiding VIN labels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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57. Does the Area comply with departmental policy for voiding VIN labels?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The VIN officer only cuts the VIN label in half. The label and a memorandum which describes the circumstances as to why the label is to be voided is not prepared and sent to Investigative Services Section (ISS).
58. Does the Area retain copies of the memorandums documenting VIN labels being voided? How long are the memorandums being retained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The documentation for the Area goes back to 2006.
59. Are replacement VIN plates requisitioned from Field Support Section (FSS) using a CHP 41, Supply Requisition form or a CHP 97A, Monthly Inventory Control Replacement VIN plates (Blank Un-Numbered) form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area uses the CHP 97A form.
60. Is the Commander or designee signing the CHP 41 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
61. Did the VIN Officer complete the CHP 97, Monthly Inventory Control Replacement VIN plates, Pre-numbered form, and the CHP 97A, at the end of each month and ensure the Commander signs both?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
62. Did the VIN officer complete either a DMV Reg. 124, Application for Assigned Vehicles Identification Number Plate, or DMV Reg. 256, Statement of Facts, for every VIN plate issued by the command, and attach these documents to the CHP 97B, VIN Paperwork Reproduction Master form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
63. Are the replacement VIN labels (both numbered and un-numbered) kept in a locked location?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
64. Are the non-issued Blank un-numbered and pre-numbered VIN plates on hand at the Area accounted for?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
65. Does the Area's backup VIN officer have keys to the locked drawer/cabinet where the VIN labels are kept?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
66. Does the Area have a SOP for the School Bus Officer/Coordinator (SBOC)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
67. Has the SBOC attended the required annual training hosted by Division?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
68. Does the Area have trained backup personnel for the SBOC position?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
69. Are CHP 295H, Driver Certificate Log(s), being maintained for the current year plus three years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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<p>70. Does the CHP 295H form contain the required information as indicated below?</p> <ul style="list-style-type: none"> • California Special Driver Certificate • DL-45 number • The DL-45 issue date • The applicant's name or drivers license number • The type of certificate (e.g., original-SB, renewal-FL, or duplicate-SP) • The total fees collected • The initials of persons transferring the fees collected • Any other notations? 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>71. Is the SBOC completing a CHP 295E, Applicant Reference form for each applicant file?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>72. Are the CHP special certificates and tests stored in a locked cabinet that has restricted access?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>73. Other than the SBOC, who has access to the certificates?</p>				Remarks: Officer Sparso, 15671
<p>74. In the event an applicant fails a test, are there procedures in place to ensure the applicant receives a different test upon re-examination? (Explain what these procedures are in the "Remarks" section)</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>75. Is a CHP 100E, Monthly Activity Report, School Pupil and Farm Labor Safety, completed each month by the SBOC?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>76. Is a supervisor reviewing the CHP 100E form each month?</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The form is reviewed but the form is not initialed or signed by the supervisor.
<p>77. Does the Area have SOP for the Tow Officer?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>78. Does each tow company have its own file containing a valid Tow Services Agreement (TSA) signed by the commander?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>79. Has the Area conducted, at a minimum, one annual open enrollment meeting with the tow companies to discuss any issues with the forthcoming TSA?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>80. Does the Area maintain a tow complaint file?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
<p>81. Does the Area retain the records for any disciplinary action taken against a tow company?</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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82. Does the Area conduct an annual inspection of each tow company's primary and secondary storage facility?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
83. Is the primary storage facility address for each tow company the same as the business address on the CHP 234 form? If not, is the business address listed as a secondary storage facility on the CHP 234 form?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 84 through 92 pertain to the Rotation of Special Duty positions review				
84. Does the Area have SOP establishing a minimum/maximum time an officer can remain in a special duty position?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
85. Are special duty personnel being rotated according to the established SOP guidelines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
86. Has the SBOC been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
87. Has the VIN Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
88. Has the Tow Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
89. Has the AI Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
90. Has the Court Officer(s) been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
91. Has the Evidence Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
92. Has the Front Desk Officer been in his/her respective position for more than the allowable time period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	Remarks:
Questions 93 through 98 pertain to the Unusual Occurrence Log review				
93. Has the command developed SOP to ensure Area personnel follow notification policies and procedures as contained in GO 100.80, Report of Unusual Occurrence?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
94. Has the command established an Area specific unusual occurrence log to document high profile/threshold, reportable incidents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
95. Does the unusual occurrence log document supervisor(s) and manager(s) presence at high profile or threshold events?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
96. Are employees making entries in the unusual occurrence log as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
97. Does the Area SOP outline procedures requiring supervisors to regularly review and evaluate the information documented in the unusual occurrence log?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
98. Are controls in place to restrict access to the unusual occurrence log?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: All uniformed employees have the ability to enter information into the log.

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Questions 99 through 105 pertain to Subpoenas and Court Attendance review				
99. Does the immediate supervisor or designee serve copies of subpoenas to employees?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
100. Does the Area have a process to ensure proper service of subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
101. Does the command's SOP outline the following:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
• Service of the subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Clerical filing of served subpoenas?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court appearance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Court attendance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• Disposition requirement of court case on CHP 415, Daily Field Record?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
102. Do supervisors routinely attend court proceedings to observe court attendance, proper attire, testimony, and demeanor of Area officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
103. Does the Area have a system in place to monitor court attendance/testimony by employees?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
104. Do CHP 415 forms contain the final disposition of cases in the notes section?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One CHP 415 examined did not contain information in the notes section.
105. Does the Area have a system in place to track the final disposition of cases filed by the Area and is follow-up conducted on missed court appearances?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
Questions 106 through 109 pertain to the CHP 415, Daily Field Record review				
106. Have reports been entered into AIS, Area Information System, for all activity listed in the "Primary Activity Code" section of the CHP 415 requiring a report? A list of these activities are listed below:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
• 202, DUI Arrest	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	N/A not observed on the CHP 415s examined during the review.
• 216F, Felony Arrest-Non-DUI	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• 216M, Other In Custody Arrest-(Misdemeanor, Non-DUI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• VTROLL, Rolling Stolen Vehicle	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A	
• 555I, Accident Investigation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• 555R, Accident Report	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
107. Are 90% of collision investigations/reports available to the public within eight working days of the incident's occurrence?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: The Area's three month average for the review period was 79.75%.

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108. Is the "Notes" section of the CHP 415 used to explain any overtime listed on the left side of the CHP 415, including who pre-approved it?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Three CHP 415s examined that contained overtime did not list who pre-approved the overtime.
109. Is the required information being included in the "Comments" section of the CHP 415, as listed below?				Remarks:
• <u>Verbal Warning (Verbal)</u> . The section violated, and driver's license number shall also be recorded. If no driver's license is available, obtain the individual's name and date of birth. If neither of the above is available, obtain the vehicle identification number or license plate number.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• <u>Motorist Service (MS)</u> . The vehicle license number shall also be recorded. If no vehicle information is available, the vehicle identification number or the last six digits of the vessel number shall be recorded.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• <u>Aid to Disabled Motorists (ADV)</u> . The vehicle license number shall be recorded.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
• <u>CHP 422 (422)</u> . The vehicle license number shall be recorded.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Questions 110 through 121 pertain to the Secondary Employment review				
110. Does the Area have a CHP 318, Notice of Intent to Engage in Secondary Employment log?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
111. Total number of CHP 318 forms on file according to the log	12			Remarks:
112. Does each log entry contain the employee's name?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
113. Does each log entry contain the employee's rank or title?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
114. Does each log entry contain the employee's ID number?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
115. Does each log entry contain the name of the employee's secondary employer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
116. Does each log entry contain a description of the secondary employment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
117. Does each log entry contain an emergency contact telephone number for the employee?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
118. Does the CHP 318 form contain the employee's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
119. Is the CHP 318 form current as of the last annual evaluation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Three of the CHP 318 forms were last signed in 2007 and four were last signed in 2008.
120. Does the CHP 318 form contain the Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
121. Does the CHP 318 form contain the Division Commander's signature and date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:

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Questions 122 through 124 pertain to CHP 18 form review				
122. Do the CHP 18, Receipt of Inconsistent and Incompatible Activities Statement forms contain the most recent and applicable revision date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Four out of ten CHP 18 forms did not contain the most recent revision date (9-2003).
123. Is the CHP 18 form current as of the last annual evaluation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: One CHP 18 form was not current.
124. Does the CHP 18 form contain the signature, date, and ID number of both the employee and a witness?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: Two CHP 18 forms were missing the witness signature, ID number, and date.
Questions 125 through 128 pertain to Substance Abuse Kit review				
125. Does the Area have two Kroll Substance Abuse Kits available and on-hand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
126. Does the Kroll Substance Abuse Kit contain the following items: container, waybill receipt, custody and control form, specimen bag, and substance testing action checklist?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
127. Does the substance abuse kits' packaging appear to be sealed and in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks:
128. Are both kits kept in a secure location and available to all supervisors and managers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	Remarks: